



TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Director, Office of Public Health Practice

FROM: Barbara Keir, Director **(Original Signed)**
Division of Public Health Nutrition and Education
Bureau of Nutrition Services

DATE: September 27, 2002

SUBJECT: FY 2003 Nutrition Education and Breastfeeding Participant Surveys

It's time again to survey your WIC participants to determine their nutrition education and breastfeeding promotion needs. Your *FY 2003 Participant Surveys on Nutrition Education and Breastfeeding* and directions for administering the surveys are being mailed. You will receive one reproducible copy of the surveys for each permanent site and satellite site team. The instructions for the survey are attached to the English version. Please be sure to read and understand the instructions before administering the surveys. Survey results will be used for planning nutrition education at both the state and local agencies.

Please keep the following key points in mind when administering the surveys:

1. Make sure your local agency number is on every survey.
2. If your local agency serves more than 500 participants, administer 100 of each survey. If your project serves 500 participants or less, administer 50 of each survey. (See survey instructions for additional information.)
3. We highly recommend that you make copies of your surveys before sending them to the State.
4. Please mail the completed surveys **no later than Monday, December 16, 2002** to:

Delores Preece
Texas Department of Health
Bureau of Nutrition Services
1100 West 49th Street
Austin, TX 78756 or Fax (512) 458-7609

If you have questions or require additional information, please contact Ms. Elaine Goodson, Special Projects Nutritionist, at (512) 458-7111, extension 3467 or elaine.goodson@tdh.state.tx.us; or Ms. Tracy Erickson, WIC Breastfeeding Coordinator, at (512) 458-7111, extension 3409 or tracy.erickson@tdh.state.tx.us; or Ms. Mary Van Eck, Nutrition Education Coordinator, at (512) 458-7111, extension 3484 or mary.vaneck@tdh.state.tx.us.

FY2003 Participant Surveys: Important Reminders

1. **Put your local agency number and site number on both surveys before you make copies.** You may want to use different colored paper for English and Spanish surveys.

2. **Use only the attached surveys.** Do not use surveys from previous years.

Do not alter the questions on the survey. They are coded for statistical use by the State Agency. If you wish to add questions for your local agency use, please call your Nutrition Education contact person.

3. **The survey is in a pamphlet form. After you copy the surveys, fold them in half before giving them out.**

4. There are two surveys this year:

FY 2003 Participant Survey on Breastfeeding- Only pregnant and breastfeeding women will complete the survey.

The FY2003 Participant Survey on Nutrition Education- All client categories may complete the survey.

5. If your local agency serves more than 500 participants, please have clients complete approximately 100 of each survey. If your project serves 500 participants or less, please have clients complete approximately 50 of each survey. You do not need to overburden yourself doing extra surveys. The numbers listed here can provide statistically valid results, if you give the surveys out according to the directions below.

6. **You must also meet the minimum number of surveys by client category. You will not have useful data if you fail to get at least 10 surveys in each client category as listed below:**

Minimum Number of Surveys by Client Category

	Pregnant Women	Parents of Infant	Breastfeeding Women	18 Years Old or Younger	Parents of a Child
FY 2002 Participant Survey on Nutrition Education	10	10	10	10	10
FY 2002 Participant Survey on Breastfeeding	10	0	10	0	0

Larger local agencies who give their clients more than 100 surveys may not have a problem getting the numbers in the chart for the nutrition education survey. You will probably be over the number for each client category. Getting these numbers may be harder in small local agencies giving out 50 surveys.

What do you do if you have given clients 50 nutrition education surveys, but you only have 8 pregnant women and 6 clients eighteen years or younger? Give the survey to two or more pregnant women and 4 more clients eighteen years or younger to reach 10 clients in each category. This will mean that you have more than 50 surveys. However, do not give the survey to any additional breastfeeding women or parents of infants or children.

What do you do if you need 50 breastfeeding surveys and you have completed surveys from 10 pregnant women and 40 breastfeeding women? You do not need to do any more surveys. You have met the minimum number you need for each client category.

Here are some tips on how to give out the surveys. Use as many of them as you can in your local agency. The tips will improve your results:

- Administer the surveys at all clinic sites in your local agency.
- Administer the surveys over several weeks. Start at the end of the month and continue through the first of the next month. Include both day, evening and weekend clinics. This will enable you to sample clients who work, who routinely attend make-up classes at the end of the month, and who keep their appointments on time.
- Administer the surveys by giving out only 2 or 3 surveys to clients before a class. The questionnaires can be completed while clients wait for WIC services.
- Administer the surveys with assistance for low literacy clients. Staff can read one questionnaire while clients mark the correct answers on another.
- Have a staff member who does not do nutrition education explain to participants how to fill out each question. Most questions may be completed by checking the selected response or filling in the blanks. The small, superscripted numbers are there to help in data entry of the forms. They should not influence how the clients answer the questions. Provide clients with the following information:
 - Their answers will be used to plan how we teach nutrition in WIC in the future.
 - Their answers will not effect their participation in WIC.

7. Provide a large envelope for clients to put their completed questionnaires in anonymously.
8. We highly recommend that you make copies of your surveys before returning them to the State Agency. In the past, several local agencies have had all their surveys lost in the mail.
9. **Address your surveys to Delores Preece/ BNS/Nutrition Education Section/1100 West 49th Street/ Austin, TX 78756.** Be sure each survey has your local agency number and your site number in the correct blank before sending them in.
10. **The surveys are due at the State Agency December 16, 2002.**